



City of Tucson
PUBLIC RECORDS REQUEST

NAME:		DATE:	COPIES - \$0.25 PER PAGE
SIGNATURE:			
AGENCY NAME: ADDRESS:		PHONE:	<i>For Office Use Only</i>
			NUMBER OF PAGES
CITY:	STATE:	ZIP:	TOTAL AMOUNT DUE
City records may not be removed from the department where they are stored. Requests will be filled as promptly as circumstances permit. The City may require additional time to process requests when records are retrieved from multiple sources, retrieved from the archive or must be redacted. City staff will provide an estimated delivery time frame.			
<p>Do you want to Inspect or Copy the record(s)?</p> <p><input type="checkbox"/> Inspect</p> <p><input type="checkbox"/> Copy</p> <p>Are you using the Public record for a commercial or non-commercial purpose?</p> <p><input type="checkbox"/> Commercial*</p> <p><input type="checkbox"/> Non-Commercial</p>		Complete name or description of record(s) requested:	
*A.R.S. 39-121.03D-Commercial purpose includes any use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. If the request is for Commercial Purposes, provide a brief description of the specific commercial purpose.			
Commercial Purpose Statement:			
FOR OFFICE USE ONLY			DEPARTMENT ASSIGNED:
DATE RECEIVED: COMPLETED BY:			
STANDARD REDACTIONS: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			COMPLETION DATE:
COMMENTS:			INITIALS:

Save as an electronic document to your desktop; e-mail as an attachment to cityclerk@tucsonaz.gov ☐

or ☐

Print and mail to : City Clerk's Office, P.O. Box 27210, Tucson, AZ 85726-7210